

POLICY NO: 5-2 PROPONENT: AETV-HUB-EH DATE:

SUBJECT: Required Self Help Maintenance and Repair Work

1. References:

a. Army Regulation 420-22, Facilities Engineering Preventive Maintenance and Self Help Programs.

b. Army Regulation 420-10, Facilities Engineering

c. Army Regulation 420-20, Facilities Engineering Building and Structures.

d. Army Regulation 210-50, Housing Management, 26 February 1999.

e. USAREUR Regulation 210-50, Housing Management, 25 August 1992

f. 104th Area Support Group, Housing Management SOP, 15 March 1999.

2. Purpose: To provide a listing of repairs customers should perform on assigned Family Quarters, Single Soldier Quarters, utilizing supplies and equipment furnished by Self Help Store (Enclosure).

3. Applicability: This policy is applicable to soldiers, residents of government owned/leased housing, soldiers quarters and work places within the 414th Base Support Battalion (BSB) area of responsibility.

4. Self Help Guidance - Types of work occupants are required to perform:

a. Hardware

(1) Repair or replace door handles on wooden and metal doors.

(2) Repair or replace locks on interior wooden doors.

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- (3) Repair or replace window screens.
- (4) Install safety strip tape on stairway steps.
- (5) Install security door chains, hasps, and sliding bolt devices.
- (6) Install locking window handles.
- (7) Replace door bumpers and stoppers on metal and wooden doors.

b. Carpentry

- (1) Repair holes in wood that are less than 1 inch in diameter. This is to include sanding and painting the repaired area
- (2) Patch holes in wood that are less than 2 inches in diameter.
- (3) Repair wooden fences and posts.
- (4) Replace soap dishes, towel racks, mirrors, shelving, and shower curtain rods in bathrooms.

c. Electrical

- (1) Replace fluorescent light tubes and starters. Fluorescent tubes are issued on a 1 for 1 direct exchange.
- (2) Replace light bulbs and globes.
- (3) Replace light switches and covers.
- (4) Replace electrical outlet covers and ceramic fuses.
- (5) Replace battery operated smoke detectors and batteries as required (9 volt battery type). Used dry cell batteries can be disposed of through Self Help Stores.

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d. Plumbing

- (1) Repair or replace gaskets and faucets.
- (2) Repair or replace showerheads, hoses.
- (3) Repair or replace toilet seats.
- (4) Unclog drains and commodes.

e. Grounds

- (1) Mow lawns with walking mowers (including obstructed areas).
- (2) Rake all improved areas
- (3) Trim hedges and bushes.

f. Appliances

- (1) Replace burner coils and drip pans on stoves. Drip pans and burner coils are direct one (1) for one (1) exchange.
- (2) Replace lint filter screens on dryers.
- (3) Replace knobs and 220 volt light bulbs for ovens.
- (4) Replace filter in overhead stove ventilator.

g. Pest Control

- (1) Setting mouse and rat traps.
- (2) Setting roach bait and utilization of boric acid.

h. Paint

- (1) Spot paint interior walls.
- (2) Paint interior walls.
- (3) Paint stairwells.

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NOTE: Painting of government housing units requires approval by Family Housing, Facilities Management Branch before the paint can be issued.

i. The Self Help Store will provide training for customers in accomplishing all of these required Self Help tasks. If the Self Help Store Staff determines that the customer is unable to accomplish these tasks satisfactorily, then the customer will be issued a written authorization (Enclosure) allowing them to submit a service order to the Work Reception and Scheduling Branch, located in building #11 on Pioneer Kaserne, for the work to be accomplished by the contractors (BOS Company).

5. Proponent for this policy is the Chief, Engineer Resources Management Division, Directorate of Public Works, 414th BSB, DSN 322-8866.

6. This policy supersedes Commander's Policy 5-2, 27 July 1999.

Encl

JERRY L. MRAZ
LTC, AG
Commanding

DISTRIBUTION:
HAN-A

SELF-HELP STORE
PIONEER KASERNE
BLDG 28

PLEASE PREPARE SERVICE ORDER(S)
FOR THE FOLLOWING REPAIR(S) OR REPLACEMENT(S)
